

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Increase Contract Amendment Authority for Architectural and Engineering Design Services Contract with Rolluda Architects, Inc. in the Amount Not to Exceed \$75,000 for the Shoreline City Hall, Highland Plaza, Richmond Highlands Recreation Center, and the Shoreline Swimming Pool
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Dan Johnson, Parks, Fleet & Facilities Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting City Council approval to authorize the City Manager to increase contract amendment authority for the Architectural and Engineering Design Services Contract in the amount not to exceed \$75,000 with Rolluda Architects, Inc. This contract with Rolluda predominately pertains to services at the Shoreline City Hall, Highland Plaza, Richmond Highlands Recreation Center, and the Shoreline Swimming Pool.

The City entered into a contract with Rolluda Architects, Inc on February 4, 2021. The contract amount totaled \$91,151. In accordance with Shoreline Municipal Code (SMC) 2.60.040 (D)(1)(c), the City Manager’s purchase limits for amendments and change orders shall not exceed \$100,000. Two prior contract amendments have been executed for a total contract amount of \$182,720. This leaves an insufficient remaining balance of \$8,431 for additional contract amendments.

Staff are seeking Council’s approval for an additional \$75,000 of contractual authority for additional upcoming projects and services. This would include design support for upgrading the electrical service at the Shoreline City Hall for emergency responses for a projected cost of \$15,078.

**RESOURCE/FINANCIAL IMPACT:**

There is sufficient budget funding totaling \$75,000 in the 2021/2022 Facilities Budget to complete the additional architectural and engineering design services work.

**RECOMMENDATION**

Staff recommends that Council increase the City Manager's contract amendment authority with Rolluda Architects, Inc for Architectural and Engineering Design Services Contract in the amount not to exceed \$75,000.

Approved By:        City Manager ***DT***    City Attorney ***MK***

## **BACKGROUND**

The City entered into a contract with Rolluda Architects, Inc (Rolluda) on February 4, 2021, for architectural and engineering design services for the Shoreline City Hall, Highland Plaza, Richmond Highlands Recreation Center, and the Shoreline Pool Facilities for a total contract amount of \$91,151. Rolluda provided the following services with their initial contract:

- **Richmond Highlands Recreation Center Design** – schematic concept design through construction documents and building department permit assistance for work at Richmond Highlands.
- **Shoreline Pool Design** – schematic concept design through construction documents including building department permit assistance and additional scope that includes bidding assistance and project closeout services.

Subsequently, contract amendments totaling \$91,569 were executed with Rolluda Architects, Inc for the following services:

- **Westminster House Demolition & Concept Park Sketch** – amendment to provide demolition documentation for permit and construction services. Also, preparation of a concept park sketch after the demolition phase.
- **Highland Plaza Building Demolition Project** – amendment to provide demolition documentation for permit and construction services and a new parking layout.
- **Highland Plaza Building Demolition Project** – amendment to provide additional site development permit and construction documentation services.

The total Rolluda Architects, Inc contract amount to date is \$182,720.

## **DISCUSSION**

The additional amendment request totaling \$75,000 is needed for upcoming projects and service upgrades. This would include upgrading the electrical service at the Shoreline City Hall in preparation for emergency responses for a projected cost of \$15,078. This would bring the total authorized contract amount to \$257,720.

In accordance with Shoreline Municipal Code (SMC) 2.60.040 (D)(1)(c), the City Manager's purchase limits for amendments and change orders shall not exceed \$100,000. In addition (SMC) 2.60.040 (D)(3) indicates that the "value of all change orders will be aggregated, and when any single amendment or combination of change orders on the same project or purchase exceeds the limit under subsection (D)(1)(c) of this section the change must be approved by the City Council."

## **RESOURCE/FINANCIAL IMPACT**

There is sufficient budget funding totaling \$75,000 in the 2021/2022 Facilities Budget to complete the additional architectural and engineering design services work.

## **RECOMMENDATION**

Staff recommends that Council increase the City Manager's contract amendment authority with Rolluda Architects, Inc for Architectural and Engineering Design Services Contract in the amount not to exceed \$75,000.

Attachment A – Scope of Work for Amendment 3 to Rolluda Contract  
Attachment A – Exhibit A – Scope of Work Proposal



**THIRD AMENDMENT TO CONTRACT FOR SERVICES  
(ORIGINAL CONTRACT NUMBER: 9393)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and Rolluda Architects, Inc on February 4, 2021; and said agreement was last amended on July 9, 2021; and

Whereas the parties desire to amend said agreement once again in order to reflect a change of circumstances, to wit: The scope of work is amended to include additional services related to the Shoreline City Hall as shown in Exhibit A-5.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. Existing Agreement Amended:**

The City and Rolluda Architects, Inc entered into an agreement on February 4, 2021 identified as: .

The City and Rolluda Architects, Inc have amended this agreement on two (2) occasions with amendments dated March 1, 2021 and July 9, 2021.

The parties hereby amend the original agreement as amended.

**2. Amendment to Existing Agreement:**

The agreement is amended in the following respect(s):

Section 1 Scope of Services is amended to include architectural and engineering design services for mechanical and engineering upgrades at the Shoreline City Hall.

Section 2 Compensation increased by an amount of \$15,078 from \$182,720 to \$197,798 as shown in Exhibit A-5 (Proposal dated July 15, 2021).

**3. Terms and Conditions of Existing Agreement Remain the Same:**

The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the            day of            , 20    .

**CITY OF SHORELINE**

**CONSULTANT**

Name:

Name:

Title:

Title:

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105 South Main Street, Suite 323 · Seattle, Washington 98104 · 206.624.4222 (p) ·  
206.624.4226 (f)  
info@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

July 15, 2021

Mr. Daniel Johnson  
Parks, Fleet and Facilities Manager  
City of Shoreline  
17500 Midvale Avenue North  
Shoreline, WA 98133-4905

**Reference: Architectural & Engineering Design Services, Contract #9393 Exhibit A  
Shoreline City Hall Mechanical & Electrical Upgrades**

Dear Dan;

We are pleased to submit this fee proposal for architectural and engineering design services for the Mechanical & Electrical Upgrade project. The project is to provide an initial assessment for proposed upgrades as described in your email dated July 12, 2021.

We propose to provide these services for a time and materials not to exceed fee amount of **\$15,078**. We've attached a breakdown of our fee as well as the fee proposals we received from the consultant team. Please review and let me know if you have any questions.

Our team is looking forward to getting started on your project immediately upon direction.

Sincerely,



Richard Murakami  
Principal

Attachments:

Rolluda Architects – Fee Proposal  
Elcon Associates - Scope of Work & Fee Proposal  
CeGG Engineering – Scope of Work & Fee Proposal

# rolluda architects

architecture planning interior design

105 South Main Street, Suite 323 · Seattle,  
Washington 98104 · 206.624.4222 (p) ·  
206.624.4226 (f) · info@rolludaarchitects.com (e) ·  
www.rolludaarchitects.com (w)

## FEE PROPOSAL - CITY HALL GENERATOR STUDY

Owner Name: City of Shoreline

Prepared By: Richard Murakami/Mark McCarter

Contact Name: Daniel Johnson

Date: 7/15/2021

Architectural Project Role	Personnel Required						
	Principal	Project Architect I	Project Architect II	Designer IV/PM	Designer II	Designer I	Admin

GENERAL PROJECT MANAGEMENT							
<b>PROJECT ORIENTATION</b>							
Consultant Coordination	1			2			
Data Request/Gathering				2			
Code Review							
QA/QC	1			1			

<b>SUBTOTAL - PROJECT MANAGEMENT</b>	2	0	0	5	0	0	0	\$ 851
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ARCHITECTURAL DESIGN SERVICES								

<b>SUBTOTAL - DESIGN SERVICES</b>	0	0	0	0	0	0	0	\$ -
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<b>SUBTOTAL - ARCHITECTURAL BASE FEE</b>	2	0	0	5	0	0	0	\$ 851
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	Principal	Project Architect I	Project Architect II	Designer IV/PM	Designer II	Designer I	Admin	
<b>Total Man Hours =</b>	2	0	0	5	0	0	0	
<b>Salary Rates =</b>	\$163.01	\$99.80	\$110.87	\$105.02	\$70.00	\$60.00	\$75.00	
<b>Salary Subtotal =</b>	\$326.02	\$0.00	\$0.00	\$525.10	\$0.00	\$0.00	\$0.00	

ARCHITECTURAL BASE FEE SUBTOTAL \$ 851

Reimbursible Expenses

400 \$ 400

ARCHITECTURAL BASE FEE & REIMBURSABLES TOTAL \$ 1,251

Subconsultants			
Mechanical	CeGG Mechanical	\$ 4,640	
Electrical	Elcon Electrical	\$ 7,930	
			\$ 12,570
	10% Mark-up on consultants		\$ 1,257
<b>SUBCONSULTANTS SUBTOTAL</b>			<b>\$ 13,827</b>

**TOTAL \$ 15,078**

6/29/2021

**Mr. Mark McCarter, MArch, LEED AP**  
**Rolluda Architects**  
105 South Main Street, Suite 323  
Seattle, WA 98104

**Subject:** Request for Electrical Engineering Services Proposal for the City of  
Shoreline Electrical Service and HVAC Improvements

**Reference:** Your June 28, 2021 E-mail for Scope of Work and Fee Proposal

Dear **Mark**,

Based on the referenced e-mail and review of the information Dan Johnson provided for this project, we have developed the following scope of services and fee proposal.

*Project Description:*

This project includes evaluation of the current generator electrical loads at Police Station at City Hall and determine if the generator can supply five (5) new cooling units or if the current generator will need to be replaced.

*Basic Services Scope of Work:*

Elcon Associates, Inc. will review as built load calculations from the Police Station at City Hall Project and information provided on additional loads, added after the initial installation of the existing generator such as the elevators. We will determine the spare capacity needed for the four (4) new cooling units for the IDF rooms and one (1) for the Broadcast Center, and if the current generator has capacity for the new loads.

*Deliverables:*

- Technical memo including:
  - Electrical analysis of the current generator loading and available spare capacity.
  - Additional generator capacity needed for new cooling.
  - Recommendation for electrical upgrades, if needed, to add new cooling loads to generator power.

*Assumptions:*

- A Time and Materials contract for services will be negotiated and signed and notice to proceed (NTP) issued before work will begin.
- Work to be under the direction of Rolluda Architects personnel.
- A site visit will be conducted to verify existing generator configuration and loading.
- This scope of work does not include any electrical design to revise existing system. All design work will be negotiated for follow on contract.



- All deliverables listed above will be provided electronically in PDF format
- Design, Bidding, and Construction support services are not included in this scope of work and fee. A time and materials contract will be negotiated for any design, bidding and construction phase support, based on the level of effort required by the City of Shoreline.
- Any changes to the scope or fee of this agreement shall be documented in writing (email will suffice) before additional work is performed.

*Compensation:*

Our Time and Materials price for electrical engineering services described above is **\$7,930**. This proposal is valid for 90 days.

Thank you for the opportunity to propose on this work. Please call or e-mail if you have any questions. We look forward to working with you on this project.

Sincerely,  
**ELCON ASSOCIATES, INC.**

A handwritten signature in blue ink that reads "Dimitri Siaterlis, P.E." with a stylized flourish at the end.

**Dimitri Siaterlis, PE**  
Principal Electrical Engineer

Estimate for Engineering Services

**ELCON ASSOCIATES, INC.**

ENGINEERS - CONSULTANTS

**Project: Electrical Service and HVAC Improvements**

Client No:

Elcon No: S2106Q

Phase: Study/Technical Memo

Revision: June 29, 2021

Budgeted Labor By Category in Manhours

ENGINEERING SERVICES	Project Manager	Senior Engineer	Engineer	Sr. Designer	CADD	Clerical	Total	
<b>STUDY/TECHNICAL MEMO</b>								
1. Project planning and administration	8					2	10	
2. Review as-builds provided by the City		4					4	
3. Site inspection and verification		8					8	
4. Coordination with Generator Supplier		10					10	
5. Technical memo/report		12				2	14	
6. QC Review	2						2	
<b>Total Labor Hours:</b>	10	34				4	48	
<b>Labor Rate: Standard Rate</b>	\$200.00	\$165.00	\$140.00	\$125.00	\$95.00	\$80.00	<del> </del>	
<b>Total Labor Cost:</b>	\$2,000	\$5,610				\$320	\$7,930	
<b>EXPENSES</b>	<i>Travel</i>	<i>trips of</i>		<i>miles @</i>				
		<i>Per diem x</i>		<i>\$/Day</i>				
	<i>Parking</i>	<i>trips</i>		<i>@</i>				
	<i>Postage, Courier</i>							
	<b>Total Expenses</b>							
<b>TOTAL ESTIMATED FEE</b>							<b>\$7,930</b>	

## Mark McCarter

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**From:** Goren Hattatoglu <goren@cegginc.com>  
**Sent:** Wednesday, June 30, 2021 10:08 AM  
**To:** Mark McCarter; DSiaterlis@elcon.com  
**Cc:** Rich Murakami  
**Subject:** RE: [EXTERNAL] RE: Fee amendment request

It looks like my scope is to specify basic split cooling units.

Could you ask Dan if they can send us a list of the rooms and heat generating equipment in these rooms.

As for the site visits, I am booked for this week. I can do a site visit on Saturday or next Wednesday at 8 a.m. I may not need a preliminary site visit if I get the equipment list.

As for the fee I anticipate sizing/specifying 5 ea split units and 1 site visit and the fee as \$145/hr Not to exceed \$4,640.

Please let me know if you have any questions.

Thanks.

Goren

Goren Hattatoglu, P.E.  
LEED AP



Please note our address change.

**1211 N 32nd Street**  
**Renton, WA 98056**

Tel 206 223 6447 (forwarded to cell & voicemail)

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**From:** Mark McCarter [mailto:mark@rolludaarchitects.com]  
**Sent:** Wednesday, June 30, 2021 9:46 AM  
**To:** Goren Hattatoglu; DSiaterlis@elcon.com  
**Cc:** Rich Murakami  
**Subject:** FW: [EXTERNAL] RE: Fee amendment request

Goren & Dimitri;

See Dan's email below and let us know your earliest availability for advance site visit.

Thanks,  
Mark

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**From:** Daniel Johnson <djohnson@shorelinewa.gov>  
**Sent:** Wednesday, June 30, 2021 9:38 AM  
**To:** Mark McCarter <mark@rolludaarchitects.com>; Rich Murakami <richard@rolludaarchitects.com>; Tom Dawson <TDawson@myrgroup.com>  
**Cc:** Hazel DelaCruz <hdelacruz@shorelinewa.gov>; Phil Ramon <pramon@shorelinewa.gov>  
**Subject:** RE: [EXTERNAL] RE: Fee amendment request

Mark and Rich, in our efforts to cleanup the IDF Rooms in preparation for adding auxiliary cooling we found a 400 Amp Panel with Generator Back up to it.

The Panel is IT-2 a 120/ 208V with a 312 Amp capacity with 42 circuits pass thru with a 150 Amp Breaker to the 4<sup>th</sup> floor with 29 spares in it .Our Ace Electrician says that it is burning 28 Amps only on A Phase ,22 Amps only on B Phase and 22 Amps on C Phase There. This leaves approximately 240 Amps for additional use . Our electrical vendor Sturgeon can now supply power to these auxiliary cooling units TBD by CGEC. We are adding 20 Amp Circuits to each IDF Room for this purpose.

As such, I see the scope for Elcon changing to As built and verification of electrical circuitry to align with generator capacity.

CGEC still needs to spec the cooling units and verify that 208V- 20 Amp is sufficient.

Sturgeon is also adding a 125 V Transformer in the main electrical room for and a new 200 Amp Panel for further generator usage.

We are actively working this modification before we have the next power outage.

Please share with the team.

I am suggesting that Elcon and CGEC due an advance site visit to get their scope clarified for you to present in advance of the contract being signed. Sturgeon Electric will have personnel here to show you the existing conditions and modifications in play.

Thank you.

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**From:** Mark McCarter <[mark@rolludaarchitects.com](mailto:mark@rolludaarchitects.com)>

**Sent:** Monday, June 28, 2021 12:03 PM

**To:** Daniel Johnson <[djohnson@shorelinewa.gov](mailto:djohnson@shorelinewa.gov)>; Rich Murakami <[richard@rolludaarchitects.com](mailto:richard@rolludaarchitects.com)>

**Cc:** Hazel Delacruz <[hdelacruz@shorelinewa.gov](mailto:hdelacruz@shorelinewa.gov)>; Phil Ramon <[pramon@shorelinewa.gov](mailto:pramon@shorelinewa.gov)>

**Subject:** [EXTERNAL] RE: Fee amendment request

**WARNING:** The sender of this email could not be validated and may not match the person in the "From" field.

**CAUTION:** This email originated from outside of the City of Shoreline. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dan;

Sorry to hear of the power outage especially during this hot spell! We've forwarded your request to Dimitri and Goren and will follow up shortly.

Thanks,

Mark

**Mark McCarter** LEED AP

associate | senior project designer

**rolludaarchitects**

☎ 206.624.4222 | 📠 206.734.3858 | 📄 206.327.5737

MBE + DBE #D5M8218356

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**From:** Daniel Johnson <[djohnson@shorelinewa.gov](mailto:djohnson@shorelinewa.gov)>

**Sent:** Monday, June 28, 2021 9:31 AM

**To:** Rich Murakami <[richard@rolludaarchitects.com](mailto:richard@rolludaarchitects.com)>; Mark McCarter <[mark@rolludaarchitects.com](mailto:mark@rolludaarchitects.com)>

**Cc:** Hazel Delacruz <[hdelacruz@shorelinewa.gov](mailto:hdelacruz@shorelinewa.gov)>; Phil Ramon <[pramon@shorelinewa.gov](mailto:pramon@shorelinewa.gov)>

**Subject:** Fee amendment request

Good morning, I hope you are all dealing with the heat successfully.

We are requesting a fee proposal for Electrical Service and HVAC Improvements at City Hall.

We lost power yesterday and went on full generator power. The Police Station at City Hall Project added a Kohler Gen Set to Power the Police Station, fire alarm system and access control system with a few additional outlets here and there.

Since then, we have added the elevators to the generator system and a few more locations. our Electrical Contractor Sturgeon tells us we are nearing capacity of the generator.

We are looking at adding either additional room coolers in our IDF servicer rooms (4) and our broadcast center to maintain IT system integrity.

It is our hope that Dimitri and Goren can evaluate this for us and advise if our existing generator can supply this power for 5 individual cooling units or : do we need to upsize the current generator ?

I will work with Hazel to assemble the Electrical Distribution materials and generator load calcs for the as built Police Station at City Hall and I will gather the information on what additional loads we created by adding components so you can review.

Looking forward to getting together after it cools down.

Best, Dan.

Dan Johnson  
Parks, Fleet and Facilities Manager  
City of Shoreline  
17500 Midvale Avenue North  
Shoreline WA 98133-4905  
[djohnson@shorelinewa.gov](mailto:djohnson@shorelinewa.gov)

## Mark McCarter

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**From:** Daniel Johnson <djohnson@shorelinewa.gov>  
**Sent:** Monday, July 12, 2021 6:19 AM  
**To:** Mark McCarter  
**Cc:** Rich Murakami  
**Subject:** RE: [EXTERNAL] Fwd: Fee amendment request

Good morning, this looks good. Please prepare an amendment request.

Thank you.

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**From:** Mark McCarter <mark@rolludaarchitects.com>  
**Sent:** Saturday, July 10, 2021 11:17 AM  
**To:** Daniel Johnson <djohnson@shorelinewa.gov>  
**Cc:** Rich Murakami <richard@rolludaarchitects.com>  
**Subject:** FW: [EXTERNAL] Fwd: Fee amendment request

**WARNING:** The sender of this email could not be validated and may not match the person in the "From" field.

**CAUTION:** This email originated from outside of the City of Shoreline. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dan;  
Great to see you yesterday. Please review Dimitri's list of scope items and let us know if you see anything missing or need clarification.

Thank you,  
Mark

**Mark McCarter** LEED AP

associate | senior project designer

**rolludaarchitects**

○ 206.624.4222 | D 206.734.3858 | C 206.327.5737

MBE + DBE #D5M8218356

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**From:** Dimitri Siaterlis <[dsiaterlis@elcon.com](mailto:dsiaterlis@elcon.com)>  
**Sent:** Saturday, July 10, 2021 10:06 AM  
**To:** Mark McCarter <[mark@rolludaarchitects.com](mailto:mark@rolludaarchitects.com)>  
**Cc:** Rich Murakami <[richard@rolludaarchitects.com](mailto:richard@rolludaarchitects.com)>; Goren Hattatoglu <[goren@cegginc.com](mailto:goren@cegginc.com)>; Luis Otaegui <[lotaegui@elcon.com](mailto:lotaegui@elcon.com)>  
**Subject:** RE: [EXTERNAL] Fwd: Fee amendment request

Mark,

Based on our site visit on Friday, July 9, 2021, review of e-mails and City Hall existing drawings, we have outlined the list of scope items:

1. Prepare electrical load calculations based on mechanical HVAC loads (by Goren) for each of the four (4) IDF Data Rooms and the Broadcast Center
2. Review existing electrical load calculations of the entire building's normal and generator loads, based on existing one-line diagram and plans
3. Coordinate with Seattle City Light on entire building's maximum demand for a minimum of the past 12 months, as required by NEC to add new load to an existing system
4. Perform load calculations on 3<sup>rd</sup> and 4<sup>th</sup> floors (essential services areas) to determine if these loads can be moved from normal power to the generator system
5. Look at options to install the already purchased 800A, 480V generator feeder breaker, on the main 2,000A, 480/277V switchboard, to take advantage of the generator full load capacity
6. Coordinate with Chris of Sturgeon Electric to support him with design for the installation of two transformers and panelboards in the main electrical room, and the NW area
7. Perform additional site visit as required, after we go over all existing drawings and site visit notes

~~I will e-mail the photos I took during our site visit. Probably this Monday.~~

Please call or e-mail if you have any questions or comments.

Best Regards,

Dimitri Siaterlis, PE

Principal

Elcon Associates, Inc.

D 206-267-3043

M 206-512-9599

MBE/DBE – WA/OR/CA

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**From:** Mark McCarter <[mark@rolludaarchitects.com](mailto:mark@rolludaarchitects.com)>

**Sent:** Friday, July 9, 2021 10:30 AM

**To:** Dimitri Siaterlis <[dsiaterlis@elcon.com](mailto:dsiaterlis@elcon.com)>

**Cc:** Rich Murakami <[richard@rolludaarchitects.com](mailto:richard@rolludaarchitects.com)>; Goren Hattatoglu <[goren@cegginc.com](mailto:goren@cegginc.com)>

**Subject:** RE: [EXTERNAL] Fwd: Fee amendment request

[CAUTION: This email was received from an external source.]

Hi Dimitri;

If you could provide a list of scope items your heard today, I will then forward onto Dan for his confirmation. Then perhaps if you have additional questions we can chat on Monday as we coordinate scope, photos, load calcs etc with Goren.

Thanks,

Mark

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**From:** Dimitri Siaterlis <[dsiaterlis@elcon.com](mailto:dsiaterlis@elcon.com)>

**Sent:** Thursday, July 08, 2021 7:41 PM

**To:** Mark McCarter <[mark@rolludaarchitects.com](mailto:mark@rolludaarchitects.com)>

**Cc:** Hazel Delacruz <[hdelacruz@shorelinewa.gov](mailto:hdelacruz@shorelinewa.gov)>; Daniel Johnson <[djohnson@shorelinewa.gov](mailto:djohnson@shorelinewa.gov)>; Rich Murakami <[richard@rolludaarchitects.com](mailto:richard@rolludaarchitects.com)>

**Subject:** RE: [EXTERNAL] Fwd: Fee amendment request

Mark,